



Request for City Council/Committee Action from the Office of City Clerk

Date: December 13, 2012

To: The Honorable Betsy Hodges
Chair, Ways & Means/Budget Committee

Subject: Digitization of historical aerial photographs and transfer of official custody to the University of Minnesota Library (Borchert Map Library)

Recommendation: 1.) Authorize an agreement with the University of Minnesota Library and the Minnesota Historical Society for the digitization of aerial photographs depicting the physical development of the City of Minneapolis, and designate the City Clerk as the signatory on behalf of the City of Minneapolis;

2.) Authorize the City Clerk to execute a transfer of custody agreement related to the aerial photographs with the University of Minnesota Library and the Minnesota Historical Society for permanent archival preservation of these items; and

3.) Authorize the City Clerk to submit a disposition request form to the State Records Disposition Panel to modify the City's approved record retention schedules to remove the aerial photographs.

Prepared by: Casey Joe Carl 612/673-3765

Approved by:

Presenters in Committee: Casey Joe Carl, City Clerk

Background: Under state law and in accordance with the Minneapolis City Charter [\[Chapter 3 §5\]](#), the City Clerk is designated the custodian of the City's official records. In that capacity, the Clerk is in possession of a series of aerial photographs spanning approximately six decades documenting the physical development of Minneapolis. The City Clerk proposes a multi-party agreement between the City, the State Historical Society, and the U of M Library, the terms of which will provide that the U's Borchert Map Library will be responsible for scanning and providing digital copies of these photographs to the City at no charge. The City then can make these digital images broadly available to interested parties, such as planners, builders and developers, and historians, as well as the general public. In conjunction with that agreement, the Clerk recommends that the City transfer its custody rights for those aerial photographs to the Borchert Map Library for permanent preservation as part of its collection of statewide map collection (which currently consists of approximately 350,000 aerial photos from across the State of Minnesota). Those original photographs would then be accessible by the public as a part of the University's archival collection. A separate, but related action is to authorize the submission of the disposition request for those records to the State Records Disposition Panel in order to remove responsibility for the original aerial photographs from the City's existing retention schedule.

Financial Impact: There is no cost to the City for this project.